

NEWPORT COUNTY CONVENTION & VISITORS BUREAU

BOARD OF DIRECTORS MEETING

Monday November 10, 2008

12:00 PM

HELD AT THE GATEWAY INFORMATION CENTER

3RD FLOOR MEETING ROOM

MEETING MINUTES:

The meeting was called to order at 12:02 pm by Chairman Len Panaggio.

BOARD MEMBERS IN ATTENDANCE WERE:

Karen Oakley, Stephen Coyne, Laurie Stroll, Susan Samson, William Clarke, Greg Fater, Brian Arnold, Charron Reed, Len Panaggio, Mark Stenning, Katie Wilkinson, Pieter Roos

BOARD MEMBERS ABSENT & EXCUSED WERE:

Donna Kohler, Rocky Kempenaar, Charron Reed

BOARD MEMBERS ABSENT & NOT EXCUSED WERE:

- **None**
- **There is one board membership vacancy.**
- **Note: Middletown needs to appoint a new member to replace Shirley Mello.**

STAFF PRESENT WERE:

Evan Smith, Cathy Morrison, Debbie Gatta, Tim Walsh, Kathryn Farrington, Ellen Crawley, Susan Pratt

MEMBERS OF THE PUBLIC IN ATTENDANCE WERE:

None

Len Panaggio presented former board member, Shirley Mello, with a gift of appreciation for the time served on the Board of Director's.

I. PREVIOUS MEETING MINUTES:

The previous meeting minutes for October 14, 2008 were reviewed. A motion to accept the minutes was made by Greg Fater and seconded by Katie Wilkinson. The motion passed unanimously.

II. TREASURER'S REPORT:

The financial report for October, 2008 was read by Mark Stenning. City Bed Tax for August, 2008 was up 2.73%% and Regional Bed Tax was up 3.14% for a combined YTD bed tax of -2.84%. Mark reviewed the revenues and receivables for the month of October, 2008. The Finance Committee met prior to today's Board Meeting. The NCCVB checkbook transactions were reviewed and explained to the Finance Committee. A motion to accept the treasurer's report for the month of October was made by Katie Wilkinson and seconded by Mark Stenning. The motion passed unanimously.

III. STAFF REPORTS:

A. CONVENTION SALES:

Tim Walsh, Vice President of Sales reported on the following.

- With a power point presentation, Tim explained the diversity of groups the sales department has booked this year. He also reviewed many of the tentative bookings.**
- A Phone-A-Thon will be held on 11/13/08 at Salve Regina to prepare for the Washington, DC Blitz on 12/2-4, 2008.**

B. MARKETING:

Kathryn Farrington, Vice President of Marketing reported on the following:

- Newport Restaurant Week has started, 11/9-15, 2008.**
- Over 35 restaurants participating.**
- Many events are being held as well as new programs for NRW including, on the website, pod casts, blogs, recipes and accommodation packages.**
- New survey cards that the guest will receive and can take the survey online.**

IV. COMMITTEE REPORTS:

A. HUMAN RESOURCES:

Len Panaggio reported on the following:

- **The Human Resources Committee met on 10/31/08 to discuss Evan Smith's contract.**
- **A HR consultant will be hired to re-do the employee manual.**

V. NEW BUSINESS:

- **Evan Smith suggested having a Holiday Party for the board members. Options were discussed.**
- **Susan Samson reported that she and Evan Smith attended a town council meeting in Little Compton on 11/6/08. Evan made a presentation to brief the council on the activities of the NCCVB. She felt Evan's input was appreciated by the council.**

VI. ADJOURNMENT:

A motion to adjourn was made by Karen Oakley and seconded by Stephen Coyne. The motion passed unanimously. The meeting adjourned at 12:50 pm.

The next NCCVB board meeting will be held on Tuesday, January 13, 2009 at the Gateway Information Center, 3rd floor meeting room. Please mark your calendars.

THE BOARD WILL NOT MEET IN DECEMBER